

**Planning Instructions for the Carl D. Perkins Grant FY16**  
**(for funds allocated for July 1, 2015)**

July 1, 2015 marks the beginning of the ninth year (third extension year) of the five-year (plus one transition year) Perkins IV (P.L. 109-270) plan. The State Board signed the updated Perkins IV eighth year extension plan on March 11<sup>th</sup> and the plan will be submitted to the federal Office of Career, Technical and Adult Education. We have received a grant estimate notification from the feds for the amount of FY16 Perkins funds available to each state, but as Perkins is a forward funded grant that amount may change in October when Congress passes the next fiscal year budget. We are sending the secondary schools (see attachment), and MCCS has sent the postsecondary schools, an allocation based on the estimated federal budget tables. **This is an estimate!** The Perkins State breakout remains the same: 50% to secondary and 50% to postsecondary CTE schools. Administration at the local level remains at 5%. (Administration at the postsecondary level is spent at the System level. There are no local Perkins administration funds for the colleges of the MCCS.)

We were required to use the numbers from the FY13 census report. Once again, this change in census year lead to some increases and decreases in allocations to individual schools. A very slight change in the poverty percentage can make a significant change to the allocation per school. To try to alleviate some of the hardship for the schools who experienced a loss in funding we added a substantial amount to the carryover figure for FY09, FY10, FY11, FY12, FY13, FY14 and FY15. We will be able to continue this carryover for another year (FY16). The carryover must follow the same formula, so does not eliminate the differences, but will hopefully help those who suffered the greatest reduction.

**Secondary Level Formula**

The funds are distributed to the local eligible recipients at the secondary level by the formula described in the Act:

- 30% of the funds are distributed to the 26 sites in proportion to the total numbers of young people ages 5 through 17 determined by the U.S. Census as living in the school districts of the sending schools of each site; and
- 70% of the funds are distributed among the sites in proportion to the total numbers of young people ages 5 through 17 determined by the U.S. Census as living in poverty in the school districts of the sending schools of each site. [www.census.gov/hhes/www/saipe/district.html](http://www.census.gov/hhes/www/saipe/district.html).

Several years ago Maine experienced substantial school reorganization.<sup>i</sup> This has made our Perkins formula distributions more difficult to calculate. Each one of our 27 CTE schools serves several sending high schools. The sending school distribution<sup>ii</sup> (which high schools are served by which CTE schools) was determined by legislature and State Board sanctioned. A small number of the newly formed Regional School Units (RSU's) combined sending schools from several of our CTE centers. The sending high schools all expressed the desire to stay with their current CTE schools so we prepared emergency legislation allowing them to do so.<sup>iii</sup> In FY10 (federal) the SAIPE data was provided to us by town so we were easily able to figure the formula as in the past. In FY11 (federal-beginning July 1, 2011) the data was given to us by RSU and we were unable to determine which student counts followed which sending school. We contacted the US Census Bureau and SAIPE and they told us that the federal act that required the data (ESEA) had indicated they wanted the info by RSU so they could not provide it to us by town.

We were granted permission to use a history driven percentage system to determine the allocation per town for the remainder of the Perkins grant. In that time frame we should be able to develop a permanent legislative solution to the problem. We developed a distribution spreadsheet using the following steps:

1. Determined which RSUs were split across CTE schools. (01, 02, 05, 10, 12, 14, 18 and 21)
2. Listed all towns which comprise each RSU.
3. Using the 07 and 08 SAIPE data, calculated what percentage each town in the RSU contributed to the whole RSU by total population and by poverty data.
4. Calculated the average of 07 and 08 in total population and in poverty data to arrive at a percentage to be used in the Perkins disbursement formula.

The Reference Library located on the on-line grant site contains links to a number of additional documents which provide further detail and clarification.

The online grant will be open for the Perkins FY16 grants in mid-April, 2015. The online budgets are based on the estimated Federal budget tables which may change. **PLEASE UNDERSTAND THESE FIGURES ARE ESTIMATES.**

Maine receives 25% of the Perkins grant award on July 1, 2015 and then we receive the remaining 75% of the grant award on October 1, 2015. Local grant reimbursement requests must also follow the federal grant awarding percentage. Please request only up to 25% of your federal grant award until October 1, 2015.

*Perkins is a forward funded federal grant. This means that we are not certain of the Congressional budget which is due for vote on or before October 1, 2015. As a budget bill was passed by Congress in December 2014, we are hopeful that we will not receive cuts during the FY16 grant cycle.*

I have attached the draft timeline for the Perkins grant. We understand this timeline is extremely tight.

**Unfortunately, if you do not have your grant substantially approved by July 1, 2015 you cannot obligate, spend, or have access to the FY16 grant funds until you do.**

The program year runs from July 1, 2015 through June 30, 2016. All funds must be expended or encumbered by purchase order, contract, or prior-earned salaries by June 30, 2015. This needs to be reflected on your year-end report. With the use of the reimbursement system, you won't have actual funds on hand, but we will need an explanation for any funds that you plan to expend. At the end of the program year, unexpended or unencumbered funds will be returned to the formula for reallocation. No funds for the new fiscal year will be released until all previous mid-year progress and year-end reports have been filed and approved. All obligated funds must be liquidated by September 30, 2015.

The secondary grantees are also required to hold center and region advisory committee meetings and review and approve their live work policy and cooperative agreement yearly. There is a section on the online grant called the advisory minutes tool (AMR tool) to enter these to meet the requirement. You do not have to complete this section to submit your grant but it must be completed within the grant year.

Please remember there are some requirements that you must meet in order to receive Perkins funding. Some of the more substantial are highlighted below:

- **Technical skills attainment- mandated standards, Travis Wood**
  - State Statute 20-A, §8306-B now requires that all Maine CTE programs teach to a national standard to receive CTE state and federal funding. <http://www.maine.gov/education/it/>
- **Mandatory program advisory responsibilities: contact, Shawn Lagasse**
  - PAC meets at least annually
  - Membership must include teachers, business and industry partners, secondary and postsecondary constituents, students and other interested stakeholders
  - Review current curriculum, suggest and approve changes to curriculum and course offerings and provide feedback on the success or failures of each program
  - Review current program assessments to ensure that the technical skills required for the program are assessed and have a third party endorsement.
  - Conduct a comprehensive examination of the standards guiding the programs and the assessments to be used to determine technical skill attainment (national skills standards, state standards, or locally developed standards).
  - Develop or review a plan to move the program to nationally recognized technical skills standards and assessments where they exist or state certifications/licensure.

- **School review- staff contribution by participating Maine review schools: contact, Shawn Collier**
  - Schools that choose to be reviewed using the Maine Department of Education Comprehensive School Review (CSR) process are required to provide a pre-determined percentage of staff per year to participate in the review of other CTE schools. In order to receive Perkins IV funds schools must participate in either a NEASC review or CSR.
- **Programs of Study: contact, Nigel Norton**
  - During the third continuation year of the Act (2015-2016) in order to receive Perkins funding each secondary CTE school will need to work on developing additional Programs of Study to bring the total to 50% of all of their approved programs by July 1, 2017. As we have extended the signature time between signatures requirement you will not be required to submit additional POS this year, but by the end of FY17 (June 30, 2017) you will need to submit signed POS for 50% of your programs in order to continue to receive Perkins funding. The postsecondary CTE schools are required to collaborate to achieve these targets and report their percentage of POS attainment on the annual Performance Progress Report.
    - % of secondary Programs of Study required:
      - 1 by 7/1/2009
      - 20% by 7/1/14
      - 30% by 7/1/15
      - 50% by 7/1/17
- **Increased Emphasis on Articulation: contact, Nigel Norton**
  - The following table illustrates the timelines for implementation:

% OF PROGRAMS THAT MUST BE ARTICULATED	IMPLEMENTATION DATE
10%	July 1, 2009
20%	July 1, 2010
30%	July 1, 2011
40%	July 1, 2012
50% - maintain	July 1, 2013 through end of Act

- **Positions**
  - Three year rule- salaries must only be charged to Perkins for three years. If you are using the funds to accommodate special population's students within your programs then this rule may be extended to some extent but only if this position changes with the needs of the students and is not a permanent assistant or second teacher in a program.
    - Use Elaine's list to check personnel charged to grant.
    - 3 year rule on positions paid for with Perkins funding:
      - exceptions to the three year rule;
        - Tech Prep, articulation coordinators
        - Non traditional placement coordinators
        - True special pops positions
          - Positions required to follow the rule:
            - Academic teachers, including Plato administrators
            - JMG positions
            - Accuplacer positions

Definition (excerpted from Perkins Act 2006).—the term ‘special populations’ means—

- “(A) individuals with disabilities;
- “(B) individuals from economically disadvantaged families, including foster children;
- “(C) individuals preparing for non-traditional fields;
- “(D) single parents, including single pregnant women;
- “(E) displaced homemakers; and

- “(F) individuals with limited English proficiency.
- **MACTE set aside**
  - Dollars to pay for the MACTE percentage or for the website development fee need to be taken as part of the allowable 5% admin section and recorded in the Administration Plan section
- **Time and Effort salary reporting for Perkins grant positions**
  - If you are splitting a positions salary and paying with both federal grant funds and other types of funding you will need to be keeping time and effort records for those employees as required by OMB Unified Grant Guidance §§200.430 Compensation—personal services. (Can also be found at:<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1> )
- **Limitation for Certain Students**
  - “SEC. 315. LIMITATION FOR CERTAIN STUDENTS.
    - “No funds received under this Act may be used to provide career and technical education programs to students prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used by such students”
- **CTE Expenses Previously Paid by the Local School District: SUPPLANTING**
  - Use of Perkins funds to pay for any expense that was previously paid by the local school district is considered supplanting. This may include: salaries, textbooks, stipends etc.
    - “SEC. 311. FISCAL REQUIREMENTS.
      - “(a) SUPPLEMENT NOT SUPPLANT.—Funds made available under this Act for career and technical education activities shall supplement, and shall not supplant, non-Federal funds expended to carry out career and technical education activities and tech prep program activities.
- **Live Work, Cooperative Agreement Review**
  - The secondary grantees are also required to hold advisory meetings and review and approve their live work policy and cooperative agreement yearly. Documentation of this review and approval in the advisory meeting minutes will meet this requirement. This should be entered in the CAC tool.
- **Regional Calendar**
  - CTE school and their local sending schools must now comply with the regional calendar law in State Statute 20-A, §4801.2-A to receive state and federal CTE funding . <http://www.maine.gov/doe/regionalcalendar/index.html>

## Equipment

Equipment	Equipment is defined as “an article of nonexpendable, tangible personal property having a useful life of more than one year. Equipment with a purchase price limitation of \$1,000 or more must be accounted for and controlled in accordance with the provisions Maine accounting and OMB Uniform Grant Guidance. Minor equipment lists should be kept for equipment costing less than \$1000 with a useful life equal to or longer than one year. <a href="http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1">http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1</a>
Inventory and Labeling of Perkins Equipment	The local school district must inventory any equipment purchased with Perkins funds. (See Equipment Guidance on the online grant application and <a href="http://www.maine.gov/doe/cte/laws/perkins.html">and http://www.maine.gov/doe/cte/laws/perkins.html</a> ) In addition, all equipment must be marked with a permanent marker indicating grant source, year of purchase, school name and program area.
Equipment Shared with Disciplines other than CTE	The primary use of equipment purchased with Perkins funds should be utilized by CTE students who are enrolled in courses from one of the CTE program areas. When the needs of the CTE students are fully met the equipment can be used by non CTE students.

## Facilities

Facility Construction or Remodeling	Renovation of the school facility cannot be funded by the Perkins grant. However, equipment required to startup or upgrade CTE programs is allowable.
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### **Promotional items**

CTE Program Promotional Items	Perkins funds cannot be used to purchase items such as mugs, T-shirts, pencils etc. to promote CTE programs.
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### **Obligating funds**

To Obligate the Expenditures:	The grantee must obligate or encumber all Perkins funds prior to June 30 of the current grant year. No extensions are allowable beyond that date. Encumbered funds must be liquidated within 3 months of the end of year. Encumbrances must be a contract, a formal and binding memorandum of agreement or a purchase order.
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### **CTSO costs**

CTSO costs	<p>Grant funds can be spent on</p> <ul style="list-style-type: none"><li>• leadership workshops</li><li>• curriculum development</li><li>• advisors</li><li>• Field/Laboratory work and activities of students at skill competitions and conferences</li><li>• conferences in which the primary purpose is to disseminate technical information</li><li>• support of student CTE organizations that are an integral part of the CTE instructional program and part of a larger program to serve special pops or nontrad students</li></ul> <p>Grant funds <b>cannot</b> be spent on</p> <ul style="list-style-type: none"><li>• social assemblage and social conventions (including state and national competitive conventions)</li><li>• dances or other recreational activities</li><li>• purchase of items for students personal ownership</li><li>• purchase of awards</li><li>• Payment of membership dues</li></ul> <p>▪ All travel costs including meals, mileage and lodging must follow the State of Maine guidelines for allowable costs and adhere to the Federal amounts allowed per state and county. Meal and lodging expenses are the per diem rates established by the United States General Services Administration. Further guidance can be found a <a href="http://www.maine.gov/osc/travel/index.shtml">http://www.maine.gov/osc/travel/index.shtml</a>.</p>
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### **Carl D. Perkins FY16 compliance**

FY15 year-end requirements must be submitted and approved before any grantee is eligible for FY2016 funds. The FY15 financial year-end report and Annual PPRs must be submitted via the on-line grant system to the Maine Department of Education by June 30, 2015 to accommodate the timeline. The postsecondary recipients may have a different due date to enable the system office to review and approve before submission to MDOE.

All FY15 funds must be expended or encumbered by purchase order, contract or prior-earned salaries by June 30, 2015 and this needs to be reflected on your year-end report. With the use of the reimbursement system, you won't have actual funds on hand, but we will need an explanation for any funds that you plan to expend *after* June 30, 2015. At the end of the program year, unexpended or unencumbered funds will be returned to the formula for reallocation. No funds for the new fiscal year will be released until year-end reports have been filed and approved.

The year-end financial will now allow a very small deviation **within** activity budgets without a budget adjustment (10% or \$500, whichever is smaller). This allows a school to do slight changes between salaries and benefits if needed.

Please contact Donna Tiner if you need any further clarification.

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## <sup>i</sup> **State Policy Objectives**

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The law sets forth state policy to ensure that schools be organized as units in order to provide equitable educational opportunities, rigorous academic programs, uniformity in delivering programs, a greater uniformity in tax rates, more efficient and effective use of limited resources, preservation of school choice and maximum opportunity to deliver services in an efficient manner.

All school units, of whatever form and whatever size – SADs, CSDs and municipal school units, small and large – must:

1. Work with other units to reorganize into larger, more efficient units; or
2. Where expansion of the unit would be impractical or inconsistent with state policy, reorganize their own administrative structures to reduce costs.

<http://www.maine.gov/education/reorg/index.html>

### <sup>ii</sup> **From Maine's State Plan**

Every high school student from Kittery to Fort Kent has the opportunity to access CTE programs. Maine currently provides CTE through a network of 26 centers and regions across the State. Maine has 18 CTE centers and 8 CTE regions at the high school level that offer choices and articulation which provide a pathway to the labor force and also provide a pathway to postsecondary education.

Maine's population does not have the critical mass to offer CTE programs through comprehensive high schools; rather, the current (and proposed) configuration allows access to CTE programs for all students in the State. Given this structure, the sending schools or high schools in the State are the primary deliverers of the academic content and the CTE schools are the primary deliverers of the skill content.

### <sup>iii</sup> **FY11 Supplemental Budget Chapter 1**

CTE

## **PART D**

Sec. D-1. PL 2009, c. 213, Pt. EEE, §1 is amended to read:

Sec. EEE-1. Interim process for reorganized school administrative units. For school year years 2009-2010, 2010-2011 and 2011-2012, for the purposes of applied technology education at vocational centers and career and technical education regions specified in the Maine Revised Statutes, Title 20-A, chapter 313, the following must be implemented.

1. For those school administrative units that have reorganized pursuant to Public Law 2007, chapter 240, Part XXXX as amended by Public Law 2007, chapter 668, all vocational and technical students shall attend the vocational center or career and technical education region that they would have attended as a resident student of the original school administrative unit.
2. For those school administrative units that have reorganized pursuant to Public Law 2007, chapter 240, Part XXXX as amended by Public Law 2007, chapter 668, the successor unit acts in place of the school administrative unit identified in Title 20-A, chapter 313 for the purposes of the duties and obligations specified in Title 20-A, chapter 313, subchapters 3 and 4.